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**EYES ONLY**

MEMORANDUM FOR: Executive Assistant to the Director of Personnel

SUBJECT : Annual Report - Fiscal Year 1964

I

Activities for Fiscal Year 1964

The following activities are reported for Fiscal Year 1964 for the Special Activities Staff:

A. CORRECTIVE ACTIONS PROCESSED

(1) Arrangements were made for placing approximately 57 employees in a probationary status and/or delaying the granting of Step Increases, and/or issuing official reprimands. This involved making thorough reviews of the cases in conjunction with the offices or career services concerned, advising the offices, as well as taking the necessary formal actions.

(2) At some time during the Fiscal Year the Step Increases of 57 employees were withheld under the "acceptable level of performance" standard. These cases have been disposed of as follows:

23 are still being withheld  
16 were granted on a deferred basis after improvement  
16 employees resigned or retired  
2 employees were downgraded  
57

(3) Twenty-five suspensions for security infractions were processed upon recommendation of the employing offices.

(4) Approximately thirty-five change to lower grade cases not involving salary retention were processed.

(5) Thirty-six requests for Fitness for Duty Examinations were reviewed and forwarded to the Medical Staff. Follow up actions were required in most of these cases, in many instances involving reassignment or disability retirement.

(6) Eight Notices of Levy involving delinquent Federal income taxes were handled during Fiscal Year 1964. Also handled were several State and D.C. delinquent tax cases.

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

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AUTH: HR 70-2

DATE: 10 MAR 1982

REVIEWED: ☐

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**B. INVOLUNTARY SEPARATIONS PROCESSED****(1) Statistical Summary**

	Sel. Out	Surplus	Other Invol. Separations	1st Yr.	Total
Separated	0	5	0	1	6
Resigned in Lieu	3	0	70	87	160
Retired in Lieu	0	0	11	0	11
<b>TOTAL</b>	<u>3</u>	<u>5</u>	<u>81</u>	<u>88</u>	<u>177</u>

(2) An additional 50 cases referred by the Office of Security as security disqualifications were resolved by resignation.

**C. APPLICANT REVIEW PANEL**

During Fiscal Year 1964 the Applicant Review Panel met weekly and reviewed a total of 312 cases. Ninety-three (93) individuals were recommended for approval, 198 cases were rejected or withdrawn, and 21 cases were deferred as of the end of the Fiscal Year for further medical or security review.

**D. OVERSEAS CANDIDATE REVIEW PANEL**

The Overseas Candidate Review Panel screened a total of [ ] overseas assignment candidates during the period. Of the cases actually discussed by the Panel, [ ] were considered to be of questionable suitability for overseas assignment. Upon further evaluation of [ ] the Panel recommended approval of [ ] disapproval of 5. Eleven cases were deferred as of the end of the Fiscal Year for further medical or security review.

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**E. DISPOSITION BOARD**

(1) The Agency Disposition Board met eight times during the period and discussed twenty-two cases. Disposition Board action led to the resignation of seven employees, the reassignment of two, disability retirement of four, medical examinations in three cases, formal warnings in two cases, with four cases as yet unresolved.

(2) By directive signed by the Deputy Director on 13 March 1964, the Disposition Board was re-designated the Personnel Evaluation Board and given a broader scope. The composition of the Board is essentially the same as previously, but it will be concerned with cases of employee suitability other than those involving medical considerations.

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## F. AGENCY ISSUANCES

During the Fiscal Year the following were issued:

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- |     |  |   |
|-----|--|---|
| (1) |  | Employee Conduct (Revised)                |
| (2) |  | Conduct and Discipline (Revised)          |
| (3) |  | Conduct and Discipline (Revised)          |
| (4) |  | Overseas Candidate Review Panel (Revised) |

## G. SEPARATION COMPENSATION

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The Staff administers for the Office of Personnel  governing separation compensation payments to persons separated under the provisions of  Surplus Personnel. As of 30 June 1964, 75 former employees had received a total of \$531,839.25 in separation compensation. Eight former employees are still claiming payments as of 30 June 1964. Sixty-seven former employees have exhausted their benefits.

## H. CONVERSION TO CAREER EMPLOYEE STATUS

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During the Fiscal Year  employees were converted to Career Employee status pursuant to the provisions of  and 13 employees were placed in a deferred category. There remains a balance of 130 DD/P cases for which recommendations either for conversion or deferment have not been received.

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## II

Plans for Fiscal Year 1965 and Fiscal Year 1966

1. The Special Activities Staff supports Agency offices and career services in carrying out their responsibilities in the general area of involuntary separations and disciplinary actions, and provides other special support services. The Staff represents the Director of Personnel in cases which may involve involuntary separations, reduction in grade, suspension or other disciplinary action, and assists in the development and administration of policies relating to such cases. The Staff also conducts liaison with other Agency officials on these matters and approves on behalf of the Director of Personnel personnel actions taken in connection with such cases. Support is provided to the Applicant Review Panel and the Overseas Candidate Review Panel, as well as to the CIA Personnel Evaluation Board.

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2. In light of the recent IG Survey Report an intensification of the Overseas Candidate Review Panel activities appears to be indicated. This will include conducting post-mortems in an increasing number of cases involving staff employees who have been returned from overseas prior to completion of tour and the identification of forms of corrective action which can be taken to reduce the incidence of such cases.

3. Pursuant to the directive dated 13 March 1964 from the Deputy Director of Central Intelligence, increased Personnel Evaluation Board activity appears to be indicated during the following Fiscal Year. In view of the broadened scope of the new Board, the Board will be called upon to consider an increased number of cases involving questions of employee suitability, other than cases involving medical factors.

4. It is also expected that fairly early in the new Fiscal Year a revised [ ] will be submitted for publication as most all components and echelons have had an opportunity to review the current draft. This should facilitate the processing of involuntary separation cases.

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[ ]  
Chief, Special Activities Staff  
Office of Personnel

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